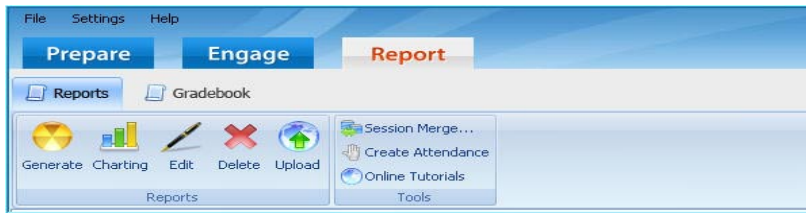


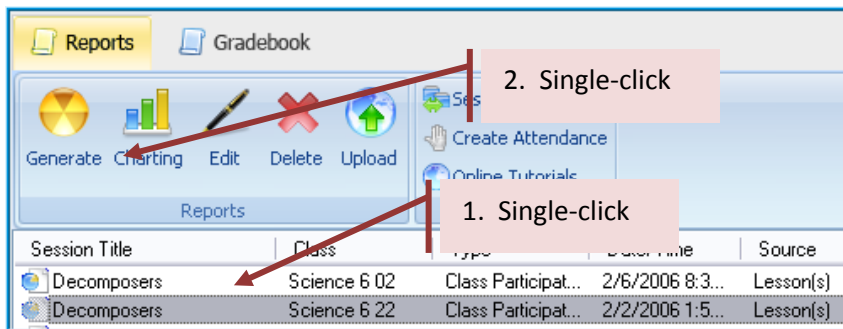
## Creating Reports in CPS 5.0

Click the “Reports” tab in CPS.

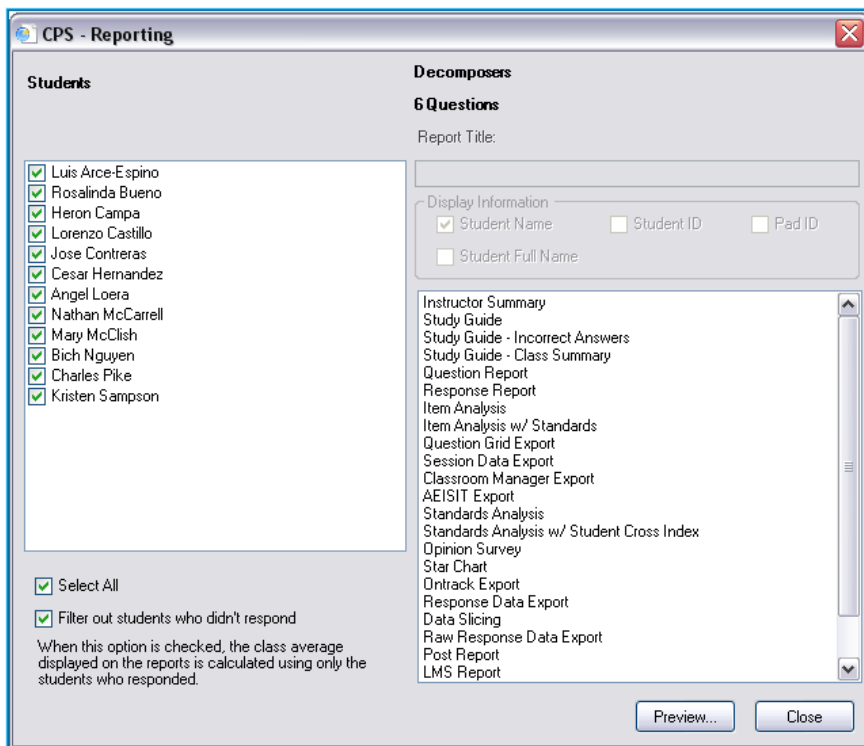


You can now do one of two things.

- Double-click the session title of the activity for which you need the report.
- Single-click the session title and then click “Generate.”



When you do one of the two, you will get the screen below.



From this screen you can choose all or a few of the students in the set. Some of the most popular reports are:

- **Instructor summary** – This report gives you a percent correct, number attempted vs. number correct for each student, as well as the class averages.
- **Study Guide** - This is a good review for students. It shows student response, class average, correct answer and average for all questions.
- **Study Guide – Incorrect Answers** - This is a student level report. It only shows the questions that the students answered incorrectly.
- **Study Guide – Class Summary** - This is a class level report. It shows each student, what question he/she missed, the correct answer and his/her answer.
- **Item Analysis Report** - This is a class level report. It shows the question number along with percentage of students which selected each answer. An asterisk indicates the correct answer.
- **Item Analysis w/ Standards** - This report is the same as Item Analysis with the addition of standards.
- **Question Grid Export** - This is a student level report. The reports exports in .csv format. It shows the student's name and ID number, attempted answers with correct answers marked with a + symbol, number correct, and % correct
- **Standards Analysis** - This is a class level report. It shows standard number, standard description, and the percentage correct.
- **Standards Analysis w/ Student Cross index** - This is a student level report. The reports exports in .csv format. It shows standards & descriptors, student names and scores.

All reports created in CPS can be printed and many can be exported into PDFs or .csv files so that you can save them to your computer.